

FINAL: APPROVED

**PLAQUEMINES PRIMARY CARE, INC.
REGULAR BOARD MEETING
January 19, 2023**

Item I. & II. Call to Order & Roll Call:

Call to Order and Roll Call - A Regular meeting of the Board of Directors of Plaquemines Primary Care, Inc. was called to order by Keith Espadron, Chairman, at 6:10 pm on January 19, 2023, at the Plaquemines Medical Center, 27136 Hwy 23, Port Sulphur, LA. Tyler Overton conducted the customary roll call of the Board Members and recorded and documented the minutes. The results were as follows.

| | | | |
|------------------|---------|-----------------|---------|
| Keith Espadron: | Present | Gaynel Baham: | Present |
| Brigette Belair: | Present | Patra Parker: | Present |
| Karen Cook: | Present | Stanley Gaudet: | Present |
| James Saik: | Present | Karen Zegura: | Present |
| Nancy Michel: | Present | | |
| Celeste Ancar: | Present | | |

A quorum was declared present.

Also in attendance were: Jennifer Harris, Plaquemines Primary Care; Dr. Cartagena, Plaquemines Primary Care; Annette Cotton, NP, Plaquemines Primary Care; Monica Martin, Plaquemines Medical Center; Colleen Fisher, Plaquemines Medical Center; Tyler Overton, Plaquemines Medical Center; Dale Adams, Chairman, Plaquemines Medical Center; Mena Marinovich, Board Member, Plaquemines Medical Center; Norma LaFrance, Board Member, Plaquemines Medical Center; Jane Tesvich, Board Member, Plaquemines Medical Center, Dominick Scandurro, Scandurro & Layrisson, LLC. Kenneth Gowland, MetroStudio; Rob Vidacovich, Executone Systems.

Item III. Recitation of the Pledge of Allegiance (Saik)

Item IV. Review and Approval of Current Agenda as Amended (Espadron)

Motioned by Mr. Saik, seconded by Ms. Michel to approve the current agenda as amended.

Public Comments: None

Motion passed: 9 Yeas, 0 Nays, 0 Absent, and 1 present not voting

Item V. Approval of December 2022 Meeting Minutes. (Espadron)

Motioned by Ms. Belair, seconded by Ms. Baham, to approve the December 2022 Meeting Minutes as presented.

Public Comments: None

Motion passed: 9 Yeas, 0 Nays, 0 Absent, and 1 present not voting

Item VI. Financials: (Fisher)

A. & B. Financial Report Review and Approval for December 2022

Ms. Fisher provided the Board with a copy of the financial reports via email for their review prior to the meeting and read through the December 2022 financial reports during the session.

Ms. Fisher discussed the December 2022 Income Graph, December 2022 Expense Graph, 2022 Billing Statistics, and the December 2022 Payer Mix. The December 2022 Visit Summary and a breakdown of the daily patient flow of each provider/service from the December 2022 Encounter Dashboard were also provided. She asked if there were any questions, there were none.

Mr. Espadron said that he was pleased to see that patient revenue was up and how he has heard great reviews about the staff and the work that has been done. Mr. Espadron asked Ms. Harris about certain programs and if she would be able to elaborate on the specifics going into the new year. Ms. Harris elaborated and ended the financial report by adding additional information to the December 2022 Encounter Dashboard. The board was pleased to hear what the new year had in store.

Motioned by Mr. Saik, seconded by Mr. Gaudet, to approve the December 2022 Financial report.

Public Comments: None

Motion passed: 9 Yeas, 0 Nays, 0 Absent, and 1 present not voting

Item VII. PPC Medical Director: (Dr. Maria Cartagena)

Mr. Espadron asked the board if there were any questions for Dr. Cartagena and there were no questions.

Public Comment: None

Item VIII. NP/Clinical Director: (Annette Cotton, NP)

Mr. Espadron asked the board if there were any questions for Ms. Cotton and there were no questions.

Public Comments: None

Item IX. PMC Medical Director/Assistant Medical Director/Clinical Coordinator: (Dr. Michael Kotler/Dr. Mohammad Naeem/ Monica Martin)

Ms. Martin did not have any new information to share with the board, but she appreciated the relationship PPC and PMC have.

Mr. Espadron stated how Venture Global is helping the community and PPC/PMC as a whole and is excited to see growth as Venture Global continues with its upcoming phases.

Public Comments: None

Item X. New Business: (Espadron)

A. Nominating Committee – Nominees for the Board of Directors

Ms. Parker and the nominating committee recommend the current Board of Directors serve as the new Board of Directors. The results are as follows:

| | | | |
|------------------|-----|-----------------|-----|
| Keith Espadron: | Yes | Gaynel Baham: | Yes |
| Brigette Belair: | Yes | Patra Parker: | Yes |
| Karen Cook: | Yes | Stanley Gaudet: | Yes |
| James Saik: | Yes | Karen Zegura: | Yes |
| Nancy Michel: | Yes | | |
| Celeste Ancar: | Yes | | |

Motioned by Mr. Saik, seconded by Ms. Cook, to accept the above nominees.

Public Comments: None

Motion passed: 9 Yeas, 0 Nays, 0 Absent, and 1 present not voting

**B. Nominating Committee – Selection of a Slate of Nominees for Chairperson
Chairperson – Keith Espadron**

Motioned by Ms. Baham, seconded by Ms. Zegura, to appoint Keith Espadron as the Chairperson of the PPC Board of Directors.

| | | | |
|------------------|------------|-----------------|-----|
| Keith Espadron: | Not Voting | Gaynel Baham: | Yes |
| Brigette Belair: | Yes | Patra Parker: | Yes |
| Karen Cook: | Yes | Stanley Gaudet: | Yes |
| James Saik: | Yes | Karen Zegura: | Yes |
| Nancy Michel: | Yes | | |
| Celeste Ancar: | Yes | | |

Public Comments: None

Motion passed: 9 Yeas, 0 Nays, 0 Absent, and 1 present not voting

C. Nominating Committee – Selection of a Slate of Nominees for Vice-Chairperson

Vice-Chairperson – Brigette Belair

Motioned by Ms. Baham, seconded by Ms. Zegura, to appoint Brigette Belair as the Vice-Chairperson of the PPC Board of Directors.

| | | | |
|------------------|------------|-----------------|-----|
| Keith Espadron: | Yes | Gaynel Baham: | Yes |
| Brigette Belair: | Not Voting | Patra Parker: | Yes |
| Karen Cook: | Yes | Stanley Gaudet: | Yes |
| James Saik: | Yes | Karen Zegura: | Yes |
| Nancy Michel: | Yes | | |
| Celeste Ancar: | Yes | | |

Public Comments: None

Motion passed: 9 Yeas, 0 Nays, 0 Absent, and 1 present not voting

D. Nominating Committee – Selection of a Slate of Nominees for Secretary

Secretary – Karen Cook

Motioned by Ms. Baham, seconded by Ms. Zegura, to appoint Karen Cook as the Secretary of the PPC Board of Directors.

| | | | |
|------------------|------------|-----------------|-----|
| Keith Espadron: | Yes | Gaynel Baham: | Yes |
| Brigette Belair: | Yes | Patra Parker: | Yes |
| Karen Cook: | Not Voting | Stanley Gaudet: | Yes |
| James Saik: | Yes | Karen Zegura: | Yes |
| Nancy Michel: | Yes | | |
| Celeste Ancar: | Yes | | |

Public Comments: None

Motion passed: 9 Yeas, 0 Nays, 0 Absent, and 1 present not voting

E. Nominating Committee – Selection of a Slate of Nominees for Treasurer

Treasurer – James Saik

Motioned by Ms. Baham, seconded by Ms. Zegura, to appoint James Saik as the Treasurer of the PPC Board of Directors.

| | | | |
|------------------|-----|-----------------|-----|
| Keith Espadron: | Yes | Gaynel Baham: | Yes |
| Brigette Belair: | Yes | Patra Parker: | Yes |
| Karen Cook: | Yes | Stanley Gaudet: | Yes |

James Saik: Not Voting Karen Zegura: Yes
Nancy Michel: Yes
Celeste Ancar: Yes

Public Comments: None

Motion passed: 9 Yeas, 0 Nays, 0 Absent, and 1 present not voting

F. Appointment of Committees by Chairperson

1. Executive Committee

Keith Espadron (Committee Chair)
Brigette Belair
Karen Cook
James Saik

2. Financial Committee

James Saik (Committee Chair)
Nancy Michel
Stanley Gaudet
Celeste Ancar

3. Nominating Committee

Patra Parker (Committee Chair)
Gaynel Baham
Karen Zegura

G. Review and Approval of the 2023 Federal Poverty Guidelines and the 2023 PPC Nominal Sliding Fee Scale

Ms. Harris provided the board with a copy of the updated 2023 Federal Poverty Guidelines and PPC's updated nominal sliding fee scale to the board prior to the meeting. One general question the board had was about payment plans for patients. Ms. Harris said that there were options for payment plans in place. There were no further questions or comments from the board about the 2023 Federal Poverty Guidelines or PPC's nominal sliding fee scale.

Motioned by Mr. Saik, seconded by Ms. Parker, to approve the 2023 Federal Poverty Guidelines and 2023 PPC Nominal Sliding Fee Scale

Public Comments: None

Motion passed: 9 Yeas, 0 Nays, 0 Absent, and 1 present not voting

Item XI. Old Business: (Espadron)

A. Board Training-NACHC-Governance-Chapter 1: The Role of the Health Center Board and Board Members

Ms. Harris stated that this year training will start with chapter 1 and follow through all the chapters monthly until chapter 12. Chapter 1 is the role of board members. Ms. Harris asked for the board members to read and review this chapter.

Public Comments: None

B. QI/QA: Review of Clinical Performance Metric

Ms. Harris noted a concern regarding the number of unduplicated patients having decreased. She has placed a support case with Athena (EMR). Ms. Harris is looking into resources to help Dr. Cartegena and the staff with same day close rate. Patient satisfaction is at 99%, with 19 respondents and zero grievances.

Ms. Harris noted that positive Flu and COVID cases have risen. Dr. Cartegena commented on this as well.

There were no questions or comments.

Public Comments: None

C. Adoption of PMC's Infection Control and Prevention Policy and Procedure

Ms. Harris noted there were zero changes to the Infection Control and Prevention Policy and Procedure. The board had no comments or questions.

Motioned by Ms. Zegura, seconded by Ms. Michel, to adopt PMC's Infection Control and Prevention Policy and Procedure

Public Comments: None

Motion passed: 9 Yeas, 0 Nays, 0 Absent, and 1 present not voting

D. Adoption of PMC's Hand Hygiene Policy and Procedure

Ms. Harris noted there were zero changes to the Infection Control and Prevention Policy and Procedure. The board had no comments or questions.

Motioned by Ms. Michel, seconded by Ms. Ancar, to adopt PMC's Hand Hygiene Policy and Procedure

Public Comments: None

Motion passed: 9 Yeas, 0 Nays, 0 Absent, and 1 present not voting

E. Marketing

Ms. Harris explained there are specific guidelines with grants that are to be implemented. Ms. Harris is exploring options and researching how to best use the acquired funds.

Ms. Harris also spoke about the use of digital media to promote the use of PPC and what digital media has to offer. She commented about how Insyteful has helped with marketing and the possibilities of further using their resources in the future.

Public Comments: None

Item XII. Adjournment (Espadron)

Motioned by Mr. Gaudet, seconded by Ms. Michel, to adjourn the meeting at 6:53 pm.

Public Comments: None

Motion passed: 9 Yeas, 0 Nays, 0 Absent, and 1 present not voting

Attestation

The above and foregoing is an accurate summary of the actions taken by the members of the Board of Directors of Plaquemines Primary Care, Inc., Plaquemines Parish Hospital Service District Number One d/b/a Plaquemines Medical Center, State of Louisiana, at its regular meeting on January 19, 2023.



Keith Espadron
Chairman



Karen Cook
Secretary